NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER Health/Safety STATEMENT NUMBER 10.06	
SUBJECT:	EMPLOYEE ASSISTANCE PROGRAM	EFFECTIVE DATE REVIEW DATE	04/01/06 08/15/07
		SUPERCEDES PPD#	<u>10.06</u>
PROPONENT:	<u>Lisa Currier</u> , <u>Administrator</u>		
	Name/Title	DATED	<u>08/15/04</u>
	Human Resources 271-5640		
	Division Phone #		
ISSUING OFFICER:		DIRECTOR'S INITIALS:	
		DATE:	
		APPENDIX ATTACHED:	
William Wrenn, Commissioner		YES: NO	):
REFERENCE NO: See reference section on last page of PPD.			

### I. PURPOSE:

To assist employees in the identification and resolution of problems which may be affecting their individual work performance.

# II. <u>APPLICABILITY</u>:

To all staff and their families

### III. POLICY:

It is the policy of the Department of Corrections to offer an Employee Assistance Program (EAP) through an interagency agreement with New Hampshire Department of Health and Human Services. This program provides counseling and/or referral to any employee with a personal problem that is affecting, or has the potential to affect, the individual's work performance. The Program assists the employee in identifying the problem and locating sources of treatment or rehabilitative help.

### IV. PROCEDURE:

Employees may access the EAP by self-referral, supervisory referral, Employee Health Services referral, or State Employees' Association referral.

# REFERENCES:

Standards for the Administration of Correctional Agencies Second Edition. Standards

2-CO-1C-25

Standards for Adult Correctional Institutions

Fourth Edition. Standards

4-4071

<u>Standards for Adult Community Residential Services</u> Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services

Third Edition. Standards

3-3071

Other

CURRIER/pf